

**General Services Administration
Federal Acquisition Service
Authorized Federal Acquisition Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!™, a menu-driven database system. The Internet address for GSA-Advantage!™ is www.gsadvantage.gov.

Environmental Services (EAS)

FSC Group: 899

Contract Number: GS-10F-0037R

For more information on ordering from Federal Supply Schedules, click here: [For Federal Agency Customers - Ordering From Schedules](#).

Contract Period: 10/18/2004 – 10/17/2019



**I.M. Systems Group, Inc.
3206 Tower Oaks Boulevard, Suite 300
Rockville, MD 20852-4220
Telephone: (240) 833-1889
Fax: (240) 833-4880
www.imsg.com**

Business Size / Status: Other than Small Business

Prices shown herein are NET (discount deducted).

Pricelist current through Modification #A455 dated June 11, 2015



Contract Holder



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

(Please refer to [Page #13](#) for a more detailed description)

- 899-1 / 899-1RC Environmental Consulting Services
- 899-7 / 899-7RC Geographic Information Systems (GIS) Services



Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [Page #3](#).
- 1c. Labor Category Descriptions: Please refer to [Page #5](#).
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage: The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska and Hawaii and such overseas locations as may be determined and agreed to on an order-by-order basis.
5. Points of Performance: IMSG locations or Government Sites, as specified in negotiated delivery or task orders.
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card **is** accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Card **is** accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: I.M. Systems Group, Inc.
Attn: Patricia Porter / GSA Orders
3206 Tower Oaks Boulevard, Suite 300
Rockville, MD 20852-4220
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

- | | |
|---|---|
| 14. Payment Address: | I.M. Systems Group, Inc.
Attn: Accounts Receivable
3206 Tower Oaks Boulevard, Suite 300
Rockville, MD 20852-4220 |
| 15. Warranty Provision: | Not Applicable |
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): | Government Purchase Card is accepted above the micro-purchase threshold with no restrictions. |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable): | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 622827525 |
| 26. I.M. Systems Group, Inc. <i>is</i> registered in the System for Award Management (SAM) Database. | |

HOURLY RATES FOR SERVICES – CONTRACTOR SITE
SINs 899-1 / 899-1RC and 899-7 / 899-7RC

Labor Category	GSA Rate
Senior Executive Consultant	\$302.15
Executive Consultant II	\$232.95
Executive Consultant I	\$186.82
Program Manager / Chief Consultant III	\$164.33
Chief Consultant II	\$155.11
Chief Consultant I / Environmental Specialist V	\$142.57
Principal Consultant II / Environmental Specialist IV	\$136.65
Principal Consultant I	\$128.58
Project Manager / Senior Consultant III	\$120.51
Senior Consultant II / Environmental Specialist III	\$112.73
Senior Consultant I / Environmental Specialist II	\$106.67
Project Leader / Consultant IV / Environmental Specialist I	\$99.75
Senior Engineer / Scientist III / Analyst V	\$93.99
Senior Engineer / Scientist II / Analyst IV	\$88.80
Senior Engineer / Scientist I / Analyst III	\$84.19
Consultant III / Analyst II	\$79.58
Engineer / Scientist V / Analyst I	\$74.96
Senior Technician III	\$69.11
Task Leader / Consultant II	\$65.73
Engineer / Scientist IV	\$61.12
Engineer / Scientist III	\$56.51
Engineer / Scientist II / Consultant I	\$51.90
Senior Technician II	\$47.28
Senior Technician I	\$42.67
Engineer / Scientist I	\$40.36
Technician	\$38.63
Technical Editor	\$37.48
Graphics Artist	\$35.75
Administrator II	\$34.02
Administrator I	\$31.14
Clerical Administrator	\$27.68

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Environmental Services Schedule and all services provided. While no specific labor categories have been identified by IMSG as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. IMSG does understand should they add labor categories to their contract subject to the SCA, they would need to submit a SCA matrix identifying those labor categories. They would also be responsible for paying, at a minimum, the prevailing wage rate and fringe benefit rate requirements in the SCA Wage Determination Revision Number table they would select from the Index of Register of Wage Determination under the Service Contract Act.

HOURLY RATES FOR SERVICES – GOVERNMENT SITE
SINs 899-1 / 899-1RC and 899-7 / 899-7RC

Labor Category	GSA Rate
Senior Executive Consultant	\$272.86
Executive Consultant II	\$210.37
Executive Consultant I	\$165.87
Program Manager / Chief Consultant III	\$148.40
Chief Consultant II	\$138.01
Chief Consultant I / Environmental Specialist V	\$131.03
Principal Consultant II / Environmental Specialist IV	\$123.41
Principal Consultant I	\$116.11
Project Manager / Senior Consultant III	\$104.45
Senior Consultant II / Environmental Specialist III	\$101.76
Senior Consultant I / Environmental Specialist II	\$96.33
Project Leader / Consultant IV / Environmental Specialist I	\$88.35
Senior Engineer / Scientist III / Analyst V	\$82.32
Senior Engineer / Scientist II / Analyst IV	\$78.61
Senior Engineer / Scientist I / Analyst III	\$75.81
Consultant III / Analyst II	\$68.89
Engineer / Scientist V / Analyst I	\$65.82
Senior Technician III	\$63.53
Task Leader / Consultant II	\$56.43
Engineer / Scientist IV	\$54.20
Engineer / Scientist III	\$51.03
Engineer / Scientist II / Consultant I	\$46.86
Senior Technician II	\$42.70
Senior Technician I	\$38.54
Engineer / Scientist I	\$35.34
Technician	\$34.89
Technical Editor	\$33.84
Graphics Artist	\$32.29
Administrator II	\$30.73
Administrator I	\$26.50
Clerical Administrator	\$24.45

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Environmental Services Schedule and all services provided. While no specific labor categories have been identified by IMSG as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. IMSG does understand should they add labor categories to their contract subject to the SCA, they would need to submit a SCA matrix identifying those labor categories. They would also be responsible for paying, at a minimum, the prevailing wage rate and fringe benefit rate requirements in the SCA Wage Determination Revision Number table they would select from the Index of Register of Wage Determination under the Service Contract Act.

LABOR CATEGORY DESCRIPTIONS

Senior Executive Consultant
<p>Minimum/General Experience: This is a specific subject matter specialist. This position requires a minimum of twenty (20) years of general environmental science/analytical experience including twelve (12) years direct, specialized experience in the Specific Subject Matter Area. Specialized experience includes demonstrated experience in environmental/analytical area specifically relevant to the order's tasks. Must have served as a project manager in directly related experience areas.</p>
<p>Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and Geographic Information Systems (GIS)). Responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools.</p>
<p>Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency. A Doctoral Degree may be substituted for both direct and specific experience using a year-to-year equivalence.</p>

Executive Consultant II
<p>Minimum/General Experience: This is a specific subject matter specialist. This position requires a minimum of seventeen (17) years of general environmental science/analytical experience including ten (10) years direct, specialized experience in the Specific Subject Matter Area. Specialized experience includes demonstrated experience in environmental/analytical area specifically relevant to the order's tasks. Must have served as a project manager in directly related experience areas.</p>
<p>Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools.</p>
<p>Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency. A Doctoral Degree may be substituted for both direct and specific experience using a year-to-year equivalence.</p>

Executive Consultant I
<p>Minimum/General Experience: This is a specific subject matter specialist. This position requires a minimum of fifteen (15) years of general environmental science/analytical experience including nine (9) years direct, specialized experience in the Specific Subject Matter Area. Specialized experience includes demonstrated experience in environmental/analytical area specifically relevant to the order's tasks. Must have served as a project manager in directly related experience areas.</p>
<p>Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools.</p>
<p>Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency. A Doctoral Degree may be substituted for both direct and specific experience using a year-to-year equivalence.</p>

Program Manager / Chief Consultant III
<p>Minimum/General Experience: This position requires a minimum of twenty (20) years environmental / scientific / analytical experience, including at least eight (8) years of program/project management experience. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.</p>
<p>Functional Responsibility: Includes, but is not limited to, program management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsible for establishing/enforcing plans, schedules, budgets, and project/task performance.</p>
<p>Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency.</p>

Chief Consultant II
Minimum/General Experience: This position requires a minimum of eighteen (18) years directly related environmental / scientific / analytical experience, including at least twelve (12) years direct, specialized experience in the Specific Subject Matter Area. Specialized experience includes demonstrated experience in environmental/analytical area specifically relevant to the order's tasks. Advanced degrees may be substituted for experience using a year-to-year equivalence.
Functional Responsibility: Includes, but is not limited to, project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency.

Chief Consultant I / Environmental Specialist V
Minimum/General Experience: This is a highly qualified specific subject matter specialist. This position requires a minimum of seventeen (17) years of environmental science/analytical experience including ten (10) years direct, specialized experience in the Specific Subject Matter Area. Specialized experience includes demonstrated experience in environmental / scientific / analytical area specifically relevant to the order's tasks. Must have served as a team leader in directly related experience areas. Advanced degrees may be substituted for experience using a year-to-year equivalence.
Functional Responsibility: Includes, but not limited to project/task management of the review, analysis, evaluation, development, documentation, communication, implementation and/or support of the environmental/analytical area specified in the order (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency. A Doctoral Degree may be substituted for both direct and specific experience using a year-to-year equivalence.

Principal Consultant II / Environmental Specialist IV
Minimum/General Experience: This is a specific subject matter specialist. This position requires a minimum of thirteen (13) years of general environmental science/analytical experience including eight (8) years direct, specialized experience in the Specific Subject Matter Area. Specialized experience includes demonstrated experience in environmental/analytical area specifically relevant to the order's tasks. Must have served as a team leader in directly related experience areas.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools.
Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency. A Doctoral Degree may be substituted for both direct and specific experience using a year-to-year equivalence.

Principal Consultant I
Minimum/General Experience: This position requires a minimum of eleven (11) years direct environmental/analytical experience, of which at least seven (7) must be specialized. Specialized experience includes demonstrated experience in environmental/scientific//analytical areas specifically relevant to the order's tasks. Must have served as a team leader in directly related environmental/analytical areas.
Functional Responsibility: Includes, but not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsible for establishing and enforcing technical approaches and standards in the environmental/analytical process, and the application of automated support tools.
Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency.

Project Manager / Senior Consultant III
Minimum/General Experience: This position requires a minimum of eleven (11) years direct environmental/analytical experience, including six (6) years of specialized experience and five (5) years of project/organization management experience. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related environmental/analytical areas. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsible for establishing/enforcing plans, schedules, budgets, and project/task performance.
Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency.
Senior Consultant II / Environmental Specialist III
Minimum/General Experience: This is a specific subject matter specialist. This position requires a minimum of ten (10) years direct experience in the Specific Subject Matter, of which at least six (6) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsibilities include, but are not limited to, the analysis, evaluation, implementation, and/or support of the Specific Subject Matter Area specified in the order.
Minimum Education: Master's Degree, or one year's additional experience for every year of degree deficiency.
Senior Consultant I / Environmental Specialist II
Minimum/General Experience: This is a specific subject matter specialist. This position requires a minimum of nine (9) years direct experience in the Specific Subject Matter Area, of which at least five (5) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business/analytical areas. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of business/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsibilities include, but are not limited to, the analysis, evaluation, implementation, and/or support of the Specific Subject Matter Area specified in the order.
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.
Project Leader / Consultant IV / Environmental Specialist I
Minimum/General Experience: This position requires a minimum of ten (10) years of environmental science/analytical experience, including at least four (4) years of specialized experience and three (3) years of project/organizational management experience. Specialized experience includes demonstrated experience in environmental/scientific/analytical area specifically relevant to the order's tasks. Must have served as a team leader in directly related experience areas. Advanced degrees may be substituted for direct experience using a year-to-year equivalence, or a bachelor's degree in a specifically relevant environmental/analytical area or technical area such as computer science, engineering, or mathematics may be substituted for one (1) year of experience.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsibilities include, but are not limited to establishing/enforcing plans, schedules, budgets, and project/task performance; also responsible for the analysis, evaluation, implementation, and/or support of the Specific Subject Matter Area specified in the order.
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Senior Engineer / Scientist III / Analyst V
Minimum/General Experience: This position requires a minimum of nine (9) years direct engineering / scientific / analytical experience, of which at least four (4) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related experience areas.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of engineering/scientific/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsible for establishing and enforcing technical approaches and standards in the engineering/scientific/analytical process, and the application of automated support tools.
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Senior Engineer / Scientist II / Analyst IV
Minimum/General Experience: This position requires a minimum of eight (8) years direct engineering / scientific / analytical experience, of which at least four (4) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related experience areas.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of engineering/scientific/analytical projects. Responsible for establishing and enforcing technical approaches and standards in the engineering/scientific/analytical process, and the application of automated support tools.
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Senior Engineer / Scientist I / Analyst III
Minimum/General Experience: This position requires a minimum of seven (7) years direct engineering / scientific / analytical experience, of which at least four (4) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of engineering/scientific/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsible for establishing and enforcing technical approaches and standards in the engineering/scientific/analytical process, and the application of automated support tools.
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Consultant III / Analyst II
Minimum/General Experience: This position requires a minimum of six (6) years direct environmental / analytical experience, of which at least three (3) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related environmental/analytical areas. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of business/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Engineer / Scientist V / Analyst I
Minimum/General Experience: This position requires a minimum of five (5) years direct engineering / scientific / analytical experience, of which at least three (3) must be specialized. Advanced degrees may be substituted for direct experience using a year-to-year equivalence, or a bachelor's degree in a specifically relevant engineering area or technical area such as the physical sciences or mathematics may be substituted for one (1) year of experience.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, implementation, and/or support of engineering/scientific/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Senior Technician III
Minimum/General Experience: This position requires a minimum of ten (10) years of related education and/or experience specializing in engineering projects or environmental consulting.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental / engineering projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: High School Diploma, or equivalent
Task Leader / Consultant II
Minimum/General Experience: This position requires a minimum of four (4) years direct environmental / analytical experience in areas relevant to the order, including three (3) years of specialized experience and one (1) year of task management experience. Advanced degrees may be substituted for direct experience using a year-to-year equivalence, or a bachelor's degree in a specifically relevant environmental/analytical area or technical area such as computer science / engineering or mathematics may be substituted for one (1) year of experience.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Responsibilities include, but are not limited to establishing / enforcing plans, schedules, budgets, and task performance.
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.
Engineer / Scientist IV
Minimum/General Experience: This position requires a minimum of three (3) years direct engineering/scientific experience in areas relevant to the order, of which at least two (2) must be specialized. Advanced degrees may be substituted for direct experience using a year-to-year equivalence, or a bachelor's degree in a specifically relevant engineering/scientific area or technical area such as computer science/engineering, geology, or mathematics may be substituted for one (1) year of experience.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.
Engineer / Scientist III
Minimum/General Experience: This position requires a minimum of two (2) years direct engineering/scientific experience in areas relevant to the order, of which at least one (1) must be specialized. Advanced degrees may be substituted for direct experience using a year-to-year equivalence, or a bachelor's degree in a specifically relevant engineering/scientific area or technical area such as computer science/engineering, geology, or mathematics may be substituted for one (1) year of experience.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Engineer / Scientist II / Consultant I
Minimum/General Experience: This is an entry-level position requiring a minimum of one (1) year direct engineering / scientific / environmental / analytical experience in areas relevant to the order. Advanced degrees may be substituted for direct experience using a year-to-year equivalence or a bachelor's degree in a specifically relevant business/analytical area or technical area such as computer science/engineering, geology, or mathematics may be substituted for one (1) year of experience.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Senior Technician II
Minimum/General Experience: This position requires a minimum of seven (7) years of related education and/or experience specializing in engineering projects or environmental consulting.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental / engineering projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: High School Diploma, or equivalent

Senior Technician I
Minimum/General Experience: This position requires a minimum of five (5) years of related education and/or experience specializing in engineering projects or environmental consulting.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental / engineering projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: High School Diploma, or equivalent

Engineer / Scientist I
Minimum/General Experience: This is an entry-level position requiring a Bachelor's Degree in engineering / scientific / environmental disciplines.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Technician
Minimum/General Experience: This position requires a minimum of two (2) years of related education and/or experience specializing in engineering projects or environmental consulting.
Functional Responsibility: Includes, but is not limited to, applying current disciplines and methodologies to the planning, analysis, evaluation, design, development, implementation, and/or support of environmental / engineering projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: High School Diploma, or equivalent

Technical Editor
Minimum/General Experience: This position requires a minimum of four (4) years of experience, of which one (1) year must be specialized in technical writing and editing.
Functional Responsibility: Includes, but is not limited to, technical writing, editing, and/or support of environmental / engineering projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Graphics Artist
Minimum/General Experience: This position requires a minimum of four (4) years of experience in multimedia, graphic design, and/or publication production.
Functional Responsibility: Includes, but is not limited to, multimedia, graphic design, or production publication in support of environmental/engineering projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: Bachelor's Degree, or one year's additional experience for every year of degree deficiency.

Administrator II
Minimum/General Experience: This is a support position requiring a minimum of five (5) years directly relevant business/analytical support experience. Additional academic work may be substituted for direct experience using a year -to-year equivalence.
Functional Responsibility: Includes, but is not limited to, providing administrative and other technical support functions assisting technical personnel in the analysis, evaluation, design, development, implementation, and/or support of business/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS). Performs analysis, development, and review of program administrative operating plans and procedures.
Minimum Education: High School Diploma, or equivalent

Administrator I
Minimum/General Experience: This is a support position requiring a minimum of three (3) years directly relevant business/analytical support experience. Additional academic work may be substituted for direct experience using a year -to-year equivalence.
Functional Responsibility: Includes, but is not limited to, providing administrative and other technical support functions assisting technical personnel in the analysis, evaluation, design, development, implementation, and/or support of business/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: High School Diploma, or equivalent

Clerical Administrator
Minimum/General Experience: This is an entry-level support position requiring a minimum of one (1) year familiarity with PC applications and systems.
Functional Responsibility: Includes, but is not limited to, providing administrative and other technical support functions assisting technical personnel in the analysis, evaluation, design, development, implementation, and/or support of business/analytical projects (planning services and documentation, compliance services, occupational training services, waste management services and software, and GIS).
Minimum Education: High School Diploma, or equivalent

CONTRACT OVERVIEW

GSA awarded I.M. Systems Group, Inc. (IMSG) a GSA Federal Supply Schedule contract for Environmental Services (EAS), Contract Number GS-10F-0037R. GSA has exercised Option Period 2 from October 18, 2014 – October 17, 2019 with one additional 5-year option period remaining. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

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TECHNICAL POINT OF CONTACT

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BRIEF COMPANY OVERVIEW

I.M. Systems Group, Inc. (IMSG) is a science and technology company providing professional environmental management and technical services with a proven track record of applying creativity and innovation successfully to projects with significant schedule and technical challenges. IMSG has an outstanding record of consistent project successes and customer satisfaction.

Established in 1987 as a Maryland corporation, we evolved into a high-quality, responsive, and innovative professional services firm that undertook programs and projects critical to our customers' success. Initially we focused on satisfying those specific organization or project needs that required the rapid and innovative application of technology and/or process improvement practices for the successful achievement of the customer's objectives. This customer-centered performance base has required our firm's establishment of an operating philosophy that is centered on organizational flexibility and rapid response to our customers' needs. We implemented our operating philosophy through a flexible and dynamic infrastructure that is designed to quickly apply senior-level, highly-qualified resources, that understand both the technological requirements and the management/organizational factors that drive a project's needs.

This corporate philosophy and resulting infrastructure ensures an important capability that may be used by ordering activities to obtain quick and effective responses to critical and/or difficult to resolve environmental services requirements. As our expertise matured, we have taken on scientific and environmental support roles for organizations in the National Oceanic and Atmospheric Administration (NOAA) and other government agencies. We have provided support for remote sensing, Geographic Information Systems (GIS), and coastal zone management.

Approximately 90 percent of IMSG's current business base is NOAA work. It includes on-site technical staff at NOAA sites in the Washington Metro area; Boston, Massachusetts; Long Beach, Monterey, and San Francisco, California; the Hawaiian Islands; and Charleston, South Carolina. We also have provided offsite support for work in Puerto Rico, Guam, Palau, and Savannah, Georgia (Gray's Reef Marine Sanctuary). Our NOAA support focuses on scientific and environmental management support, algorithm development for remote sensing systems, GIS, policy development, outreach, and international meeting facilitation for our customers in National Environmental Satellite, Data, and Information Service (NESDIS), National Ocean Service (NOS), National Marine Fisheries Service (NMFS) and National Weather Service (NWS). We also provide services related to fisheries, sanctuaries, and marine protected area management; ecosystem damage assessment; coral reef response and restoration management; and marine chart development.



Approximately half our employees are directly supporting programs in NOAA that rely on our environmental science expertise and require us to deliver environmental services relevant to NOAA's mission. We maintain a cadre of permanent high quality staff, as well as senior Consulting Associates, the synergy of which offers a depth and high degree of specialization not normally available from firms of similar size. The result is decidedly superior teams of senior personnel that have the experience and background to successfully solve the toughest challenges in environmental services areas such as **Environmental Planning Services & Documentation, Environmental Compliance Services, and Geographic Information Systems**. Our staffs' broad experience base allows us to offer the flexibility of quick responses to critical environmental management and technology needs, and is just one of the reasons IMSG is recognized as a top-quality performance organization.

In summary, IMSG offers significant benefits in satisfying critical time-sensitive requirements involving difficult technical and environmental challenges that ensure "best value" solutions to our customers' needs.

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Environmental Services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. I.M. Systems Group, Inc. has been awarded a contract by GSA to provide services under the following SINs:

899-1 / 899-1RC, Environmental Consulting Services

899-7 / 899-7RC, Geographic Information Systems (GIS) Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 899-1 / 899-1RC Environmental Consulting Services

Under this SIN, only consulting services may be performed. The services include, but are not limited to:

- Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials;
- ISO 14001 Environmental Management System (EMS) and sustainable performance measure development;
- Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA);
- Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans;
- Environmental program and project management;
- Environmental regulation development;
- Economic, technical and/or risk analysis; other environmentally related studies and/or consultations;
- Homeland Security solutions that include Biochemical protection;
- Crime prevention through environmental design surveys (CPTED);

- Economical, technical and/or risk analysis;
- Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and
- Vulnerability assessments.

Compliance Services such as review, audit, and implementation/ management of EMS and other compliance and contingency plans and performance measures:

- Permitting;
- Spill prevention/control and countermeasure plans;
- Pollution prevention surveys; and
- Community Right to-Know Act reporting.

Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as:

- Hazardous material spills;
- Material safety data sheets (MSDS),
- Biological/medical data sheets;
- Information hotlines;
- Poison control hotlines;
- Environmental regulations and environmental policy/procedure updates;
- Management, furnishing, or inventory of MSDS.
- Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses;
- Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations;
- Hazardous and/or non-hazardous exposure assessments;
- Waste characterization and source reduction studies;
- Review and recommendation of waste tracking or handling systems;
- Waste management plans and/or surveys;
- Waste minimization/pollution prevention initiatives; and
- Review of technologies and processes impacting waste management.

Note: Services involving only the consulting portion of environmental remediation efforts are included under this SIN. Any actual remediation efforts are performed under SIN 899-8.

As a corporation founded with a focus on resolving corporate and project performance difficulties, IMSG possesses significant expertise and capabilities in providing operational services, analysis, advice, and guidance to multiple entities in support of environmental management planning and documentation activities. IMSG has supported NOAA since 1999. Our staff of environmental specialists has broad academic expertise and practical experience gained in the field supporting **Natural Resource Management** in wetlands, coastal watersheds, marine sanctuaries, and marine protected areas. IMSG uses, and has provided under lease to other organizations, a powerful document management tool called "IME". Agencies use this Web-enabled tool for document management and collaborative exchange within Communities of Practice, e.g., NOAA uses this tool to support its management of the Coral Reef Conservation Program (CRCP). More specifically, IMSG is currently supporting efforts involving **Endangered Species Analysis**. In the environmental planning arena, our senior managers, with their significant technical knowledge coupled with heavy background in environmental management disciplines, deliver proven results in **Environmental Program Management** and **Environmental Regulation**. IMSG assists Agencies, such as NOAA, in developing and executing **Watershed and Other Natural Resource Management Plans**, **Archeological and/or Cultural Resource Management Plans**, and **Environmental Program Management**. Our recent support to the Maritime Administration (MARAD) in security analysis and planning represents the kind of senior level thinking and consideration IMSG can provide for **Vulnerability Assessments** and **Identification and Mitigation of Threats**. Adding to this capability from our economic staff, we believe Agencies will benefit greatly from our Economic, Technical and/or Risk Analysis capabilities.

We apply disciplined techniques and analytical skills when performing security audits and analysis for the Maritime Administration (MARAD)—techniques and skills required for **Environmental Compliance Audits**. We offer core expertise in environmental management planning and performance of **Environmental Assessments and Audits** in support of

Compliance Management and/or Contingency Planning. We actively support **Spill Prevention/Control and Countermeasure Plans** within NOAA's Damage Assessment Center (DAC) and bring that knowledge and experience to bear on tasking in that arena. Being an ISO 9001-2000 Quality-registered corporation, our environmental specialists and technicians are knowledgeable in and fully able to assist in **ISO 14000, Environmental Management Systems (EMS)** implementation.

SIN 899-7 / 899-7RC Geographic Information Systems (GIS) Services

Provides GIS services in support of environmental programs. Services include, but are not limited to:

- Creation / enforcement of environmental legislation;
- Cultural resource GIS (CRGIS);
- Environmental cost assessment;
- Environmental impact analyses;
- Environmental regulatory compliance;
- Groundwater monitoring;
- Growth forecast modeling;
- Habitat conservation plans;
- Habitat modeling;
- Image analysis support for emergency response;
- Mapping, Cartography and Mashups (e.g., combining data from more than one source into a single integrated tool);
- Migration pattern analysis;
- Natural resource planning;
- Remote sensing for environmental studies;
- Terrestrial, marine, and/or atmospheric measuring/management;
- Vegetation mapping; and
- Watershed characterization for mitigation planning.

IMSG uses various GIS techniques (e.g., standalone GIS by ArcView, and Web-based GIS by ArcIMS) to enhance, expand and upgrade the current line of environmental management products for the NESDIS Office of Research and Applications (ORA). In this regard, we develop and incorporate **GIS** and Geospatial Databases into NESDIS oceanic and coastal data and information services such as Coral Reef Watch and Synthetic Aperture Radar (SAR) demonstrations. Our activities include developing **Natural Resource Planning** products for coral bleaching, **Migration Pattern Analysis** techniques for accumulating thermal stress (degree heating weeks) to help differentiate between minor bleaching and coral reef mortality, geographic-based notification of significant **Pollution Analysis** events via the Web, ocean color and surface wind information to improve coral reef recovery mortality from bleaching, and the fusion of multi-platform satellite data, for ocean color and chlorophyll concentration. IMSG has technical staff that applies its GIS expertise to combine various GIS data layers for US Navy bases with **Topographic Data** and **3D/4D Interactive Visualization Packages** and can readily apply that knowledge and expertise to **Mapping and Cartography** efforts for similar agency tasks presented under any Environmental Schedule contract. We digitized hard copy map data and georeferenced it with existing GIS data to create polygon areas linked to tables for providing wetlands data in a tabular format. This work was extended to link tree and vegetation data with GIS for **Data Interpretation**. We have also used GIS and cartography for identifying and displaying discharge routes in support of **Emergency Preparedness Planning** tasks.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that I.M. Systems Group meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide EAS services, follow these simple steps:

Orders under the Micro-Purchase Threshold (\$3,000)
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold (\$3,000) and the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and

Special standards and any special requirements, where applicable.

Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.